

**POSITION VACANCY ANNOUNCEMENT**

**Announcement No.:** 08-27  
**Open Date:** 09-05-2008  
**Closing Date:** 09-12-2008

**Position Title/Series/Grade:** Legal Clerk (Office Automation),  
GS-0986-4/5  
(with promotion potential  
to the GS-6 grade level)

**Salary Range:** GS-4 - \$28,379 - \$36,898 per annum  
GS-5 - \$31,751 - \$41,271 per annum

**Location:** Office of the Clerk,  
Case Processing Section,  
Records and Reproduction Services  
Washington, DC

**Area of Consideration:** All Sources, All U.S. Citizens may  
apply as well as Government-wide,  
to include Status Candidates  
(This is a Competitive Civil  
Service Position)

**Duties:** The incumbent of this position serves as a Records and Reproduction Clerk, in the Records/Reproduction Section, Case Processing Division of the United States Tax Court. These positions are responsible for providing a wide range of legal clerical services, such as establishing, maintaining, and closing out case files; assisting in the destruction of exhibits related to case files; assisting in the preparation of case files for transfer to the Federal Records Center; locating and abstracting data from files and records; reviewing and assimilating case files for various offices of the Court, including files for use at the Court's trial sessions; preparing copy work of Court documents and related standardized forms; and distributing case files, mail, and other materials to judicial chambers.

**Special Rating Factors: (Knowledge, Skills, and Abilities Required by the Position)**

1. Skill in accurately filing in and maintaining files.
2. Skill in interpreting and applying office guidelines.
3. Skill in operating a variety of office equipment such as personal computers and copy machines.
4. Ability to communicate effectively with all levels of personnel, Court management, the public, and other government agencies.

**Qualifications Requirement:** To qualify at the GS-4 level, candidates for this position must have at least 52 weeks of qualifying general experience equivalent to the GS-3 level in the Federal service or two years of successfully completed post-high school education, or a combination of both.

General experience is progressively responsible clerical, office, or other work which indicates ability to acquire the particular knowledge and skills needed to perform the duties of this position. Equivalent combination of successfully completed post-high school education and experience may be used to meet total experience requirements.

To qualify for the GS-5 grade level, candidates must possess at least 52 weeks of qualifying general experience equivalent to the next lower grade level in the Federal service or completion of a bachelors degree program.

**Basis of Rating:** Ratings will be based on an evaluation of your experience as it relates to the qualification requirements, as well as the Special Rating Factors.

**How Your Application Will Be Rated:** Applicants will be rated using the Category Rating system. If you meet the eligibility and qualification requirements for this position, you will be rated on your possession of the competencies listed above. Based on the extent and quality of your experience, education, and training in relation to these competencies, you will be placed into one of the following two categories:

**Well Qualified -** Applicants possessing a background that demonstrates a satisfactory level of possession of the competencies, and/or completion of a four year academic program, leading to a bachelors degree, from an accredited educational institution.

**Qualified -** Applicants possessing the general experience requirement and/or any education, above the high school level, with an accredited educational institution.

**Narrative Statements:** To ensure full consideration for the subject position, applicants MUST submit a narrative, with detailed evidence of the KSAs (Special Rating Factors) in the form of clear, concise examples of accomplishment and degree of responsibility. This narrative should reflect how the applicant's employment experience and/or education relate to each rating factor listed in this announcement. This required information will be used as a source document to evaluate applicants' qualifications for the position. If an applicant fails to provide the information as required, his/her application will not be evaluated beyond the basic screening process. The Special Rating Factor Narrative should be submitted on bond paper. Applicants should list each KSA and describe their experience, education, training, performance, awards, and other activities that reflect possession of the KSAs. Cross-referencing the application/resume and/or submitting Special Rating Factors for other positions is not acceptable.

**Additional Information:**

- A NON-STATUS CANDIDATE SELECTED FOR THIS POSITION MUST SERVE A ONE-YEAR PROBATIONARY PERIOD.
- More than one selection may be made from this announcement.
- ALL candidates must submit NARRATIVE STATEMENTS addressing each KSA.
- ICTAP Eligibility: Applicants claiming ICTAP Eligibility must provide supporting documentation, and that they are applying as an ICTAP eligible.
- Any male applicant born after December 31, 1959, and subsequently selected for this position must certify prior to appointment that he is registered for the military selective service.
- Relocation expenses are not authorized for any selected applicant.
- U.S. citizenship is required.

- **The Tax Court will provide reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application process, please notify us. The decision on granting reasonable accommodation will be on a case-by-case basis.**

Application of Veterans Preference for Delegated Examining: Category rating and selection procedures place those with veterans preference above non-preference eligibles within each category. Preference eligibles who meet the eligibility and qualification requirements and who have a compensable service-connected disability of at least 10 percent are listed in the highest quality category, except when the position being filled is scientific or professional at the GS-9 level or higher.

Special Appointment Authority Information: In accordance with the Veterans Employment Opportunities Act (VEOA) of 1998, veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous service may also apply. You must provide documentation of veterans' preference or military service (e.g., SF-15, DD-214), if applicable.

A new law, Public Law 107-288, the Jobs for Veterans Act ("Act"), enacted November 7, 2002, revised the eligibility requirements for a Veterans Readjustment Appointment (which the Act redesignated as a Veterans Recruitment Appointment - "VRA".) The VRA is a special authority by which agencies can, if they wish, appoint eligible veterans without competition to positions at any grade level through General Schedule (GS) 11 or equivalent. VRA appointees are hired under excepted appointments to positions that are otherwise in the competitive service.

Persons with disabilities, disabled veterans, VRA eligibles and others eligible for a noncompetitive appointment under a special appointing authority (e.g., Peace Corps/VISTA volunteers) must clearly indicate eligibility on their application and be prepared to show proof upon request.

**How to Apply: Applicants must submit all application materials explained in this vacancy announcement to:**

**The United States Tax Court  
Office of Human Resources, Room 106  
400 Second Street, NW, Washington, DC 20217**

Complete application materials must be received in the Office of Human Resources by the closing date of this vacancy posting. This includes the resume; narrative statements, addressing the

Special Rating Factors; and an SF-50 (if applying as a status candidate). ABSOLUTELY NO POSTMARKS WILL BE ACCEPTED. To ensure that your application materials are received by the closing date of this vacancy posting, close of business (4:30 pm), you may fax all your application materials to (202)521-4568 or email all application materials to [humanresources@ustaxcourt.gov](mailto:humanresources@ustaxcourt.gov). For additional information, call the Office of Human Resources at (202)521-4700. FAILURE TO SUBMIT ALL REQUIRED MATERIALS MAY RESULT IN YOUR APPLICATION NOT BEING CONSIDERED.

**The United States Tax Court is an equal opportunity employer.**